

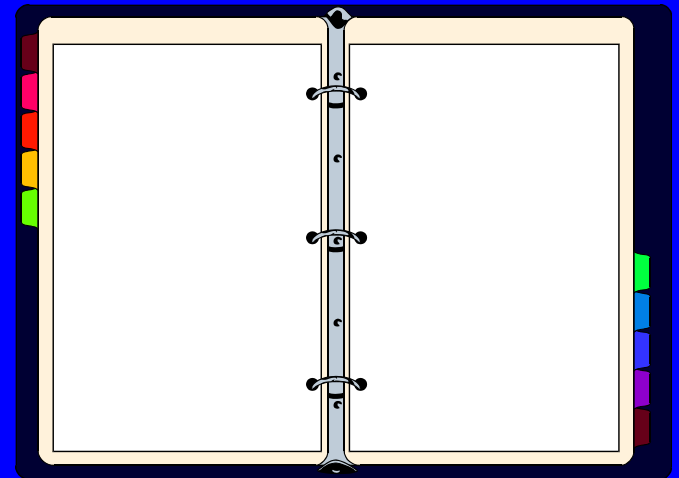


ORGANIZATIONAL SKILLS



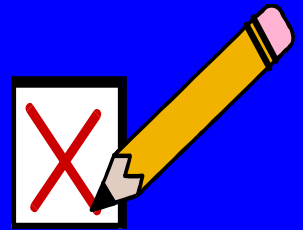
You need...

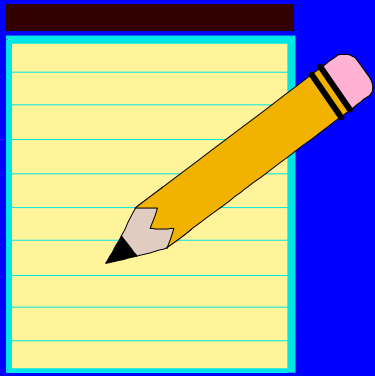
- A daily planner with a calendar and space for assignments
- A clearly labeled binder for each subject with dividers within the binder
- A neat locker and book bag



Completing Work

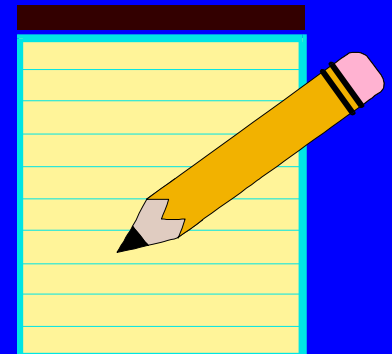
- Prioritize your assignments and complete the most important assignments first
- Check off your assignments when you complete them
- Have an assignment folder for all completed work that you always have with you





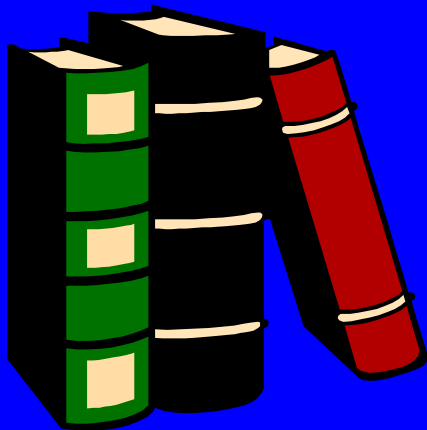
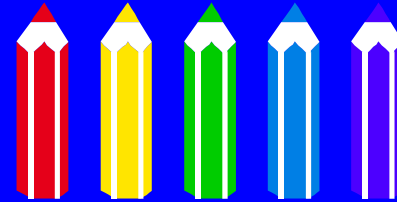
Notetaking

- Take detailed notes in all classes
- Write down the points that the teacher is stressing and mark them in some way
- Develop your own note-taking style and use it for all of your classes



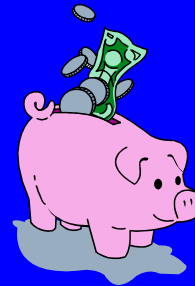
Techniques to make notes helpful

- Highlight key terms and concepts
- Use a type of outline
- Use different colors of ink



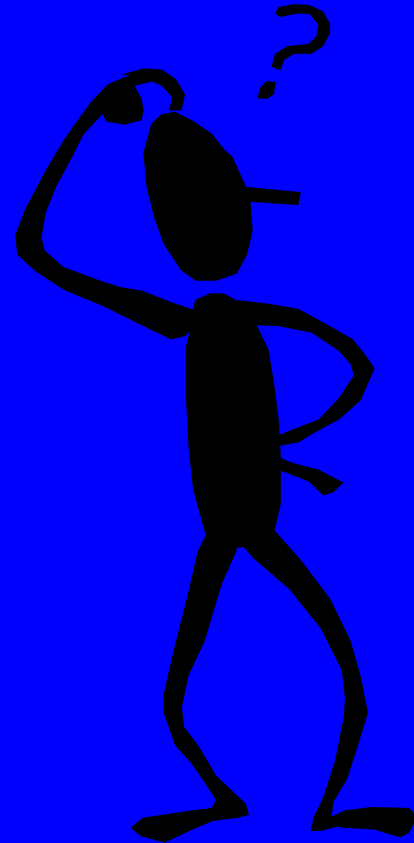
Where does organization help in the future?

- College
- Jobs
- Budgeting Money
- Paying Bills
- Remembering Important Dates



Organization eliminates:

- Stress
- Chaos
- Confusion



AND....

- **ORGANIZATION LEADS TO SUCCESS!**

